

LOS ALAMOS NATIONAL LABORATORY'S WORKERS' COMPENSATION PROGRAM

Any injury or illness that arises out of and in the course of employment is considered job incurred.

A health care provider at HSR-2 will coordinate your medical care. The Workers' Compensation Office will authorize referrals to private consulting physicians, physical therapists, etc. and the medical bills you incur will be paid in accordance with the New Mexico Workers' Compensation Medical Fee Schedule. Medical care requiring travel of 15 miles or more one way may be submitted for consideration of reimbursement to the Workers' Compensation Office, MS/D423. **IT IS IMPORTANT TO NOTE THAT THE LABORATORY IS NOT OBLIGATED TO PAY FOR UNAUTHORIZED MEDICAL TREATMENT.**

The Laboratory makes the first selection of health care provider. If after 60 days from the first date of medical treatment you feel you would like to change your medical provider, you may file for a change of medical provider with the New Mexico Workers' Compensation Administration. This notice of change must be filed no later than 10 days before treatment with your selection of medical provider. It is imperative that you maintain close contact with your supervisor, HSR-2 health care provider and the Workers' Compensation Office.

When referred to an outside provider, or physical therapy, you will be provided injury time. Use the injury code of I5 on your attendance. I5 is paid at 100% of your salary. For example, if you go to physical therapy and the session takes one hour, mark one hour on I5 on your attendance for that day. If at any time an **Authorized Health Care Provider** determines you are unable to work you will be provided injury time, use the injury code of I1 for the first five workdays and then use I3 thereafter. I1 will be paid at 100% of your salary; I3 will be paid at 80%.

Your file will be kept open until you have recovered or it is determined that you have reached maximum medical improvement (MMI). MMI means that a determination has been made by an authorized treating physician that you have recovered from the injury as much as you are likely to recover and have no continuing physical impairment.

Contact the Workers' Compensation Office at (505) 665-4142, MS D423, if you have any question about the Laboratory's Workers' Compensation Program.

SALARY CONTINUANCE AND COMPENSATION

The Laboratory provides illness or injury leave (Injury Time) if an AUTHORIZED PHYSICIAN determines that you are unable to work due to a job-incurred illness or injury. This applies to all regular full-time or part-time employees. While on Injury Time you are paid at 80% of your regular salary for up to 26 weeks.

These checks will be paid at the same time all employees are paid and will be sent to your mail stop or direct deposit. Injury time payments are taxable and made in lieu of Workers' Compensation benefits. Attendance should be reported as I1 (100% pay) for the first 5 workdays, then I3 (80% pay) for the remainder of the 26 weeks.

The State-mandated Workers' Compensation payments for disability are 66 2/3% of your average weekly wage not to exceed the maximum weekly wage allowed/determined by the State of New Mexico, currently \$516.89. These payments are non-taxable. The 80% pay that you will be receiving will be taxed at the time the checks are issued to you. At the end of the calendar year, BUS-1 (Payroll) will calculate the taxable portion of the injury time pay that you received for that calendar year and reduce your taxable income on your W-2 form.

If the 26 weeks of injury time is exhausted and you are still unable to return to work, you will receive your weekly Workers' Compensation checks at 66 2/3% from the Third Party Administrator. These checks will be sent directly to your home address. You may also choose to use sick/vacation accruals to continue receiving 80% of your regular salary.

If you are placed on leave without pay status, you should contact a Benefits Specialist (HR) at 505-667-1806 to make arrangements to pay your medical and other insurance coverage's.

